

HANDBOOK *for*

Students, Parents / Guardians

Grades 9-12
Academic & ESL

MISSION STATEMENT:

To provide a challenging academic program,
in a safe and secure setting, that will lead to a
post-secondary education.

2023
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2024



BOND
INTERNATIONAL
COLLEGE

Be bold. Be Bond.

WELCOME *to*

the new school year at Bond Academy/Bond International College. The following guidelines have been put together so that you clearly understand what is expected of you at Bond Academy/Bond International College. If you have any questions, please speak to your teacher, Student Services, or the Principal.

A course calendar is also available for you to use as a resource for school and Ministry expectations, guidelines and your success upon completing all requirements of an OSSD.

ADMINISTRATION AND OFFICE STAFF

Principal – Secondary: *Phil Davies*

Office Administrators: *Joan Passmore, Noelta Albert, Roxana Comsa*

Student Services/Local Admissions: *Jane Phillips, Head*

Student Services/International: *Annie Cao*

Admin. Assistant: *Angie Liang (Mat Leave), Kay Wang*

Admissions /International: *Lisa Li, Jane Cheng*

Student Homestay: *Ellen Guo, Manager*

IT IS THE RESPONSIBILITY OF
every Bond student to know the information in this booklet
and act accordingly. The use of the term school refers to the
Secondary school located at 1500 Birchmount Road or any
Bond school trip or sports excursion.

CODE OF BEHAVIOUR

GOALS

The **Code of Behaviour** has been established by Bond to ensure:

- All members of this school community are treated with respect, courtesy and dignity.
- Teachers will have the opportunity to teach and that students will have the opportunity to learn.
- All students will have the opportunity to participate fully and safely in school, whether it be in the classroom, the school yard, special events, sports, extracurricular activities or on school trips.
- The expectations for appropriate behaviour are identified and taught.
- The process for ensuring that these expectations are followed are consistent and familiar.
- Everyone will develop an appreciation of the impact of their behaviour, both positive and negative, on others.
- Students learn that rules, policies and procedures provide guidelines for behaviour, but that control of behaviour will be internalized as self-control.

RESPONSIBILITIES

Everyone has the responsibility for ensuring the success of Bond's Code of Behaviour. The general expectations are outlined below:

Students:

- Treat everyone with courtesy, respect and dignity.
- Learn the school rules.
- Complete assigned work.
- Act in a safe manner.
- Accept and follow the rules and regulations of the school.
- Accept responsibility for their actions.
- Use acceptable strategies to resolve conflict. If necessary, students will be taught appropriate alternatives for resolving conflict.
- Promptly respond to the instructions of supervising staff.

Staff:

- Treat everyone with courtesy, respect and dignity.
- Ensure that students and parents are aware of the policies and expectations of the school.
- Communicate with parents.
- Design strategies that focus on and acknowledge positive behaviours.
- Ensure that they address inappropriate behaviours.
- Teach the students alternatives to negative behaviour.

Parent(s):

- Treat everyone with courtesy, respect and dignity.
- Ensure that students and parents are aware of the policies and expectations of the school.
- Discuss and reinforce the expectations with their son/daughter.

THE PROCESS FOR ADDRESSING INAPPROPRIATE BEHAVIOUR

- Staff and students will be responsible for identifying and addressing inappropriate behaviour.
- In a conflict situation:
 - o Supervising staff will intervene and issue instructions designed to terminate the conflict.
 - o Students are responsible for responding immediately to those instructions.
 - o Staff will determine a time and location to provide an opportunity for resolution of the conflict or to deal with inappropriate behaviour.
- The process for resolving the conflict is designed to:
 - o Provide an opportunity for the students involved to present their viewpoints.
 - o Assist students to identify:
 - the degree of their responsibility in the conflict situation.
 - the positive and negative components of their actions.
 - o Teach alternate behaviours with the clear expectations that students will accept responsibility for using more appropriate behaviours in the future.
 - o Give the students ownership of the problem, actively involve them in determining a solution and, through this process, teach self-discipline.
 - o Assist staff in assigning the most appropriate consequence(s).
 - o **A detention(s) may be assigned by the teacher/Principal for a period of time to help rectify the inappropriate behaviour.**

CONSEQUENCES

In general, a progression of possible consequences for persistent inappropriate behaviour is outlined below:

- A consequence determined by student participation through conflict resolution of an interview process by appropriate school personnel and parental involvement.
Any one or a combination of the following:
- Removal of privileges/detention(s) assigned; restitution for damages; behavioural contracts and counselling;
- police involvement; and/or removal from program.
- In-School Suspension.
- School Suspension.
- School Expulsion with **no refund.**

The above list of consequences is not definitive, nor would the consequences necessarily follow the steps in the order that they appear. For example, a student who deliberately injures someone could be suspended without having proceeded through the various steps. While it is the goal of the school to teach appropriate behaviours, **the safety of everyone must be given highest priority.** Students are reminded that attending Bond Academy should be a rewarding experience for all students.

TEXTBOOKS

Textbooks are to be purchased by students. There are some textbooks for ESL that are available to rent, otherwise a list of the required textbooks is made available at the beginning of each semester and term. Textbooks can be ordered at Alpha Textbooks website:

<https://www.alphatextbooks.com/login.php>

You will need to create an account and choose Bond Academy from the list of schools.

You can also purchase used textbooks at the Bond Academy Used Textbook site. The sales are between parents and/or students, as Bond is only providing the link to coordinate the purchases.

<https://sites.google.com/web.bondacademy.ca/bic-classifieds/home>



Secondary

ATTENDANCE PROCEDURES

Be on time for each of your classes.
Follow the schedule as shown on your timetable.

If you are
LATE
coming to school
or to class

If you have been
ABSENT
from school

If you have to
LEAVE
school early, you must
inform all your teachers
prior to leaving.

Report to the
Main Office and
receive an **ADMIT SLIP**
and sign in.

STEP 1

A **PHONE CALL** is
required, *not an e-mail*,
from your Parent or
Guardian, Residence
Supervisor or yourself, if
you are over 18 years old.
(416) 266-8878
EXT. 247

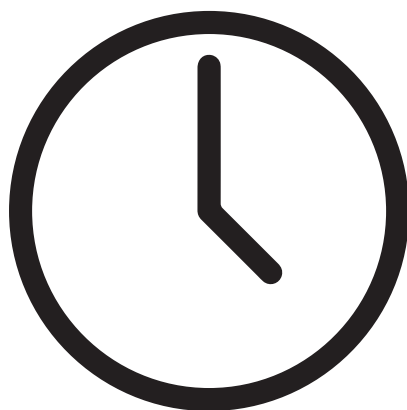
Report to the
Main Office to
SIGN OUT.

If you have a note or
need to call home...

STEP 2

A **NOTE** is required
upon your return and is to
be presented to your
teacher. Without a note,
proceed to the Principal's
office. You must receive
an ADMIT SLIP in order
to return to class.

Report to the Main Office
to **SIGN OUT** and
SIGN IN if you left for
part of the day.



GUIDELINES FOR STUDENTS

Attendance/Punctuality

Regular attendance is expected for success in the Bond program. The guidelines of the Ministry of Education require that students receive at least **110 hours of instruction** for each credit course. Bond Academy expects all students to attend all classes regularly. Valid documentation must be presented to the teacher/office for missed classes. Absences will be dealt with in the following manner:

Students who skip classes will be referred to the Principal or his designate. **There is no REFUND of fees when a student is withdrawn from a course due to attendance/lateness and/or behavioural issues.**

LATENESS

(See attached Attendance Procedures)

The classroom teachers will deal with students who are late for subject classes. Students who are persistently late will be referred to the Principal.

Consequences for skipping, persistent class absences and/or lateness may include personal warnings, daily detentions, a letter to parents/guardians and in some cases, withdrawal of credit. Parental contact will be made whenever required.

SIGNING OUT/IN

Students who need to leave school before the end of the day must discuss this with the teacher or main office AND, if permission is given, they must SIGN OUT on the FORM in the Main Office. **Students under the age of 18 years must have written permission from their parents/guardians in order to SIGN OUT.**

Daily Schedule:

Students are expected to be in class at **8:55 a.m.** Classes begin promptly after the National Anthem and end at 3:40 p.m. for all grades. Lunch is from 1:25 p.m. – 2:25 p.m.

From **3:40 p.m. to 4:15 p.m.**, there is a remediation/homework period for all students. **Your subject teacher may assign you this time. It is compulsory to meet with him/her otherwise** you are dismissed **at 3:40 p.m.**

Study Hall from 4:15 p.m. – 5:15 p.m.

STUDENT CONDUCT

The Ministry of Education requires all schools to enunciate a code that is consistent with Ministry and Bond policies and provides clear expectations with regards to acceptable and unacceptable behaviours. Bond Academy supports the above and the following policies to **ensure a safe learning environment for all students**.

Dress Code:

Students must be in full uniform, at all times, within the school. Students are requested to enter the school and leave the school in full uniform. Headgear such as hats are not allowed and must be removed upon entering the school property. Any infraction to the wearing of the uniform may result in a student being sent home.

Violence (Physical, Harassment, Bullying):

Of any source, constitutes an immediate suspension and a possible expulsion from our school **without a refund** and the possibility of police involvement.

THERE WILL BE A SUSPENSION FOR BRINGING A WEAPON (GUN, KNIFE, OR REPLICA OF A GUN/ KNIFE) ONTO SCHOOL PROPERTY. LASER POINTERS ARE INCLUDED UNDER THIS POLICY. SCHOOL PROPERTY *FOR ALL OF THE ABOVE* INCLUDES ANY LOCATION OR TIME WHERE STUDENTS ARE PARTICIPATING IN A SCHOOL SANCTIONED ACTIVITY. THIS MAY ALSO RESULT IN A SCHOOL EXPULSION AND INVOLVE LEGAL AUTHORITIES. ONLINE HARRASSMENT AND BULLYING WILL ALSO NOT BE TOLERATED AND CAN ALSO RESULT IN SUSPENSION AND/OR EXPULSION.

Drugs, Alcohol, Smoking and Gambling:

Under no circumstances is smoking, gambling or the use of alcohol and drugs tolerated on school property. Any student caught smoking, or in the possession of or under the influence of drugs or alcohol, will be **sent home** from school immediately. This could be followed by a suspension. Length of suspension will be at the Principal's discretion.

Equity:

Bond Academy condemns and will not tolerate any expression of ethnic or gender bias in any form by administration, staff or students. Verbal exchanges that include racially or sexually derogatory terms will not be tolerated under any circumstances and may result in a suspension.

Willful damage to property and vandalism:

It is the responsibility of the students to keep the environment of Bond Academy as clean as possible. Any willfull damage to property or vandalism will result in appropriate actions being taken such as payment for damages and/or suspension.

Theft:

All students must respect the property of other individuals. Theft will result in appropriate actions being taken including suspension.

Fire Alarms:

If the fire alarm sounds, you must leave the building according to your teacher's direction. It is a criminal offence to tamper with alarms or fire equipment.

Proper language:

Proper language is to be used at all times. Foul and obscene language will not be tolerated. **English is the language of the classroom at all times, in order to provide an inclusive environment for everyone.**

Electronic devices:

Cell phones are **not** permitted to be in the classroom during scheduled instructional times and should be turned off. **Teachers will have a deposit area for phones at the front of the room. Only with the teacher's permission are they to be used during a lesson.** If they ring or are used in the classroom without permission, students must surrender them to the office for storage.

Visitors:

Visitors are not allowed in the school. Please do not invite or plan to see friends during the 8:55 a.m. to 4:15 p.m. period.

Parking:

The parking of student cars is a privilege and will be permitted in designated areas only, in the north parking lot. Absolutely no speeding or stunt driving is allowed and will result in the loss of parking privileges and a possible suspension.

Smoking:

Bond Academy is a smoke-free facility as mandated by the Ministry of Education. Students cannot smoke or vape any substance anywhere on Bond Academy property including the building, parking lot, front fields, gazebo or at any time during a school trip or sporting event. Students caught smoking or vaping could be subject to a suspension and/or a fine from Toronto Public Health.

Cheating:

Any student found inappropriately completing any assessment including a test, quiz, exam or assignment will receive a mark of zero. Students who willingly assist another student during an assessment may also receive a mark of zero.

Plagiarism (passing off someone's work as your own):

Students who plagiarize on an oral or written assignment will receive a mark of zero for that assignment. The Policy & Procedures for Plagiarism will be provided by each teacher.

Assessment Policy

At the beginning of your course, your teacher will review the course outline and explain how your final mark will be calculated. The assessment and evaluation policy complies with the Ministry Policy of Program Assessment and Evaluation. Your teacher will explain the expectations and post the guidelines.

Final Exams

Every student enrolled at Bond Academy (Grades 9-12) must write the final exam (or take part in assessment activities) on the designated dates. Students will be informed of these dates and times at least two weeks before the scheduled final assessment.

Dropping a Course

Dropping a course must be done prior to the 5th day of the beginning of a course, otherwise there is NO REFUND. A course must also be dropped prior to the **5th day** after Midterm reporting for Semester Programs and **1 day** after Midterm reporting for Term programs in order for it to not appear on a student's transcript.

OTHER SCHOOL INFORMATION

LOCKERS

Lockers will be assigned to you by your Home Form (Period 1) teacher. Combination locks must be used. **Lockers are the property of the school. Lockers may be opened by administration, if necessary, if it is believed that any banned items are on-site.**

SECURITY OF VALUABLES

Bond does not accept responsibility for the loss or the theft of student's valuables. Large sums of money, expensive watches, clothes and other valuables should be left at home. **Under no circumstances should valuables be left in any locker or change room.**

PERMISSION TO TAKE A COURSE(S) AT ANOTHER SCHOOL

Written permission by the Principal, on the appropriate form, is required for any course at any time or date.

LEAVING BOND PRIOR TO GRADUATION

An Exit form must be completed to leave our school officially. This form must be filled in before Bond can release any official document, e.g., OSR.

SCHEDULES

The daily schedules are shown on the following page.

Compulsory After School Tutorial Period. *Note the schedule below.**

Monday, Tuesday, Wednesday and Thursday of each week will be an opportunity for students to work with teachers for assistance in their academic studies. All teachers will be in their assigned room. Teachers will be available each day until 4:15 p.m. Students not requested by the teachers to attend can be dismissed at 3:40 p.m. Students who are required to report **must do so without failure.** **Students who do not report will be held accountable by the teacher and administration and marked absent.**

SCHEDULED TUTORIAL DAYS/ACTIVITY DAYS to be announced.

SUPERVISED STUDY HALL

Math/Science and English/Social Studies Study Hall will take place from Monday to Thursday from 4:15pm until 5:15pm. This is a chance for students to complete their homework in the presence of a teacher. Students may be recommended by teachers to attend due to academics, i.e., catching up with homework assignments. Attendance is expected and will be taken for required students.

SECONDARY DRESS CODE

Students are required to purchase at least 2 sets of all items, one for cleaning and one to wear.

Uniforms can be purchased at INSCHOOLWEAR, Toronto, ON.

Compulsory Purchases

BOYS.... Grey or Black Pants (Please Note: Jeans, sweatpants, writing or logos are not permitted on any clothing other than "BOND" or the logo for Bond.)

GIRLS.... Grey or Black Pants or Bond McHealey Kilt (**A kilt must be worn with tights**).

Bond crested white long sleeve shirt or Bond crested white polo shirt

Bond crested sweater....**outside or other types are NOT permitted.**

Bond crested Gym T-Shirt/Gym shorts or sweatpants are required for Physical Education.

Grey or black socks.

BLACK dress or Soft soled BLACK shoes

PLEASE NOTE: All other dress is **not permitted** unless a "dress down day" has been declared. During this special day **halter tops, cut off shirts, short shorts or ripped pants are not permitted. Students are expected to arrive at the school and depart the school each day in the proper uniform. All outerwear is to be placed in their assigned locker each day.**

**UNIFORMS are an integral part of
BOND ACADEMY and BOND INTERNATIONAL COLLEGE**

IMPORTANT PHONE NUMBERS

**SCHOOL MAIN TELEPHONE NUMBER:
416-266-8878**

Main Office	ext. 231 or ext. 365
Reception	ext. 200
Principal	ext. 241
Student Services	ext. 247 (Local) ext. 242 (International)
Admissions	ext. 247 (Local) ext. 490 (International)
Home Stay	ext. 200

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